

The Village of Indian Head Park Public Works Department is recruiting for one (1) full-time Maintenance Worker I position. The Maintenance Worker I position serves as an entry-level worker by performing a variety of semi-skilled and skilled tasks in the construction, maintenance and repair of public infrastructure. The position is required to respond to emergencies off-hours, including snow plowing activities, on evenings, weekends, and holidays. Other related duties as assigned. Position reports directly to the Superintendent of Public Works.

ESSENTIAL FUNCTIONS:

- Perform a variety of semi-skilled and skilled maintenance duties.
- Operate a variety of vehicles and heavy-duty tools and equipment properly & safely.
 - Maintain and repair sanitary and storm sewer mains and structures.
 - Maintain and repair parks and public rights of way.
 - Perform cleaning, flushing, and maintenance of sanitary, storm sewers and structures.
- Maintenance of public facilities
- Set-up safe work zones and use appropriate safety equipment.
- Assist in emergency response operations.
- Participate in snow removal operations according to the snow and ice removal plan.

QUALIFICATION REQUIREMENTS:

Applicants must possess a high school diploma or equivalent, and at least one (1) year of experience in general construction and maintenance work. Prior experience with operating heavy-duty tools and equipment is a plus. Candidates must possess and maintain a valid Illinois motor vehicle driver's license. Must be able to respond to after-hours call-backs and be prepared for and confront emergency conditions as necessary.

Ability to think quickly, maintain self-control, and adapt to stressful situations is also an important skill set. Qualified applicants should also be able to demonstrate the ability to effectively solve problems and exercise good judgment. The ability to develop positive working relationships with the general public, contractors, and Village staff is a critical skill set. Must be able to perform basic mathematical calculations, and possess the ability to comprehend, retain, and apply Village rules and procedure manuals, including any pertinent Federal, State, or local laws. Position also requires intermediate skills in the operation of computers and related software.

The duties of this job include physical activities such as stooping, kneeling, standing, reaching, climbing, walking, lifting and/or moving (up to 75 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and

the ability to adjust focus. Employee occasionally works around vibrations and noise, moving mechanical parts, confined spaces and underground trenches, heights, and is exposed to fumes or airborne particles, toxic or caustic chemicals, and extreme outdoor temperatures. Work environment includes primarily outdoor work in various types of weather conditions, with some indoor work as well.

SALARY/BENEFITS:

The starting base pay offered for this position is \$19.00 per hour with excellent fringe benefits. This position is non-exempt under FLSA.

HOW TO APPLY:

1. Interested candidates should submit a resume and cover letter to IHPjobs@Indianheadpark-il.gov. **Hard copies (faxed, mailed, hand-delivered) of resumes will be declined.**
2. Applicants must indicate **(Job ID: Maint. Worker I-PW)** in the subject line of their e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and a post-offer medical physical with a drug screen.

The Village is accepting applications until **December 5, 2015 at 5:00 pm**. *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact the Village Administrator at 708-246-3080x104.*